

THE 17TH JUDICIAL DISTRICT COURT OF THE STATE OF MICHIGAN

15111 Beech Daly Road, Redford, Michigan 48239

(313) 387-2790

Karen Khalil

District Judge



Matthew Sawicki

Court Administrator

Charlotte L. Wirth

District Judge

JOB ANNOUNCEMENT Part Time Court Security Officer

\$15.45 per hour

No Benefits

NON-UNION POSITION

Posting Date: April 12, 2017

Removal Date: Open Until Filled

GENERAL SUMMARY OF DUTIES: Under the supervision of the Judge and Court Administrator the successful candidate will perform duties related to the security of the courthouse. The candidate shall ensure that all court visitors abide by the policies and standards of courthouse security. The candidate shall ensure that the safety of the staff and public is maintained at all times by covering shifts at the main security station.

QUALIFICATIONS: The candidate should possess an Associate's or Bachelor's degree in criminal justice or related field. Prior experience in police work, security, corrections or a related field is preferred. Must be able to work independently and be able to direct individuals in a polite but assertive manner. Must be able to stand and walk for longer periods of time. Must pass a pre-employment criminal/civil background check and drug screen. Must be able to become firearm and Taser certified. Employees will be fingerprinted.

EXAMINATION PROCEDURE: Applications will be screened for minimum qualifications and those best qualified will be interviewed. Applicants shall provide proof of diploma and copy of driver's license at time of hire.

APPLICATION PROCEDURE: The position indicated above is open for all qualified applicants. To apply, send a cover letter and a resume to the following address:

17th District Court

Attn: Matthew Sawicki, Court Administrator

15111 Beech Daly Rd.

Redford, MI 48239

msawicki@redfordtwp.com

Only submissions received by mail or e-mail will be considered

17th DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER